PRINCIPAL TRANSPORTATION PLANNER

DISTINGUISHING FEATURES

The fundamental reason the Principal Transportation Planner classification exists is to perform high-level professional planning and staff supervision relating to the City's roadway, transit, bicycle or pedestrian transportation networks and to supervise a team of Transportation Planners and Senior Transportation Planners. This position is distinguished from the Senior Transportation Planner position by the requirement to supervise other professional staff. Work is performed with a high degree of independence and is supervised by the Transportation Planning Director.

ESSENTIAL FUNCTIONS

Organizes workloads and manages the performance of a team of Transportation and Senior Transportation Planners, and participates in the selection and training of staff. Develops operating budget recommendations for the Transportation Planning Director.

Serves as the lead planner for the development of long-range master plans for roadway, transit, bicycle or pedestrian transportation. Serves as a primary presenter and moderator at master plan or project meetings with residents, businesses and other property owners. Coordinates the preparation and distribution of public information to support public meetings.

Manages the development of the Transportation Capital Improvement Program, including coordination with the Transportation Commission, the Financial Service Department and the Capital Project Management Division.

Prepares in-house design concept reports, cost estimates and project schedules for large-scale CIP projects.

Serves as the lead for the development of transportation demand projections as either a stand-alone City model or as part of the Maricopa Association of Governments' model.

Prepares Intergovernmental Agreements with various agencies and coordinate Federal grant fund requirements with the Arizona Department of Transportation and the Maricopa Association of Governments.

Reviews and makes recommendations regarding new development cases and manages the preparation of Local Area Master Plans.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Transportation and Land Use Planning.

Capital project planning and design.

Public communication and issue resolution techniques.

Intergovernmental coordination processes.

Management principles and practices.

Budget management.

Ability to:

Listen and effectively communicate ideas, technical advice, and recommendations in one-on-one, small group and large group settings through oral, visual and written communication.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Make oral and written presentations to other City Departments, the Transportation Commission, other City Boards and Commissions and the City Council.

Work cooperatively with other City employees, the general public and the media.

Plan, organize, budget and coordinate; analyze problems and issues and develop innovative solutions.

Observe and manage staff's work against established standards and goals.

Operate a computer and a variety of office equipment using continuous and repetitive arm, hand and eye coordination. Measure distances and quantities using various instruments requiring precise hand movements. Perform the majority of daily work while sitting for extended periods of time.

Maintain regular consistent attendance and punctuality.

Operate a motor vehicle requiring a standard Arizona driver's license with no major driving citations in the last 39 months.

Education & Experience
Any combination of education and experience equivalent to a Bachelor's degree in Planning, Geography, Civil Engineering or a related field and six years of progressively responsible planning, project coordination or supervisory experience. A Master's Degree, membership in the American Institute of Certified Planners or registration as a Professional Engineer may substitute for up to two years of direct work experience.

FLSA Status: Exempt   HR Ordinance Status: Unclassified